

Freedom of Information

Guide to information available from North Clifton Primary School under the model publication scheme.

	How the information can be obtained
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	
Who's who in the school	Available on Web site https://www.northcliftonschool.co.uk/
Who's who on the governing body / board of governors and the basis of their appointment	Available on Web site https://www.northcliftonschool.co.uk/
Contact details for the Head teacher and for the governing body, via the school (named contacts where possible).	Available on Web site https://www.northcliftonschool.co.uk/
Staffing structure	Available on Web site https://www.northcliftonschool.co.uk/
School session times and term dates	Available on Web site https://www.northcliftonschool.co.uk/
Address of school and contact details, including email address.	Available on Web site https://www.northcliftonschool.co.uk/

Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	
Annual budget plan and financial statements	Available from School Office
Capital funding	Available from School Office
Financial audit reports	Available from School Office
Details of expenditure items over £2000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Available from School Office
Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese).	Available from School Office
Pay policy	Hard Copy available from the office
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.	Available from School Office
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.	Available from School Office
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Available from School Office

Class 3 – What our priorities are and how we are doing
(Strategies and plans, performance indicators, audits, inspections and reviews)

Current information as a minimum

School profile <ul style="list-style-type: none"> • Performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	https://www.gov.uk/school-performance-tables https://www.northcliftonschool.co.uk/
Performance management policy and procedures adopted by the governing body.	Available from School Office
Safeguarding and child protection	Available from School Office
<p style="text-align: center;">Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p style="text-align: center;">Current and previous three years as a minimum</p>	
Admissions policy/decisions (not individual admission decisions) – where applicable	https://www.northcliftonschool.co.uk/
Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	Hard Copy of Governor Minutes available from school office

<p align="center">Class 5 – Our policies and procedures</p> <p align="center">(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p align="center">Current information only.</p> <p align="center">As a minimum these must include policies, procedures and documents that the school is required to have by statute. These will include policies and procedures for handling information requests</p>	
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention, destruction and archive policies • Data protection (including information sharing policies) 	<p>https://www.northcliftonschool.co.uk/ and hard copies</p>
<p>Charging regimes and policies.</p> <p>This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.</p> <p>If the school charges a fee for re-licensing the use of datasets, it should state in its guide how this is calculated (please see “How to complete the Guide to information”).</p>	<p>https://www.northcliftonschool.co.uk/</p>
<p align="center">Class 6 – Lists and Registers</p> <p align="center">Currently maintained lists and registers only (this does not include the attendance register). (hard copy or website; some information may only be available by inspection)</p>	
Asset register	Available from School Office
Any information the school is currently legally required to hold in publicly available registers	Available from School Office

Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	
Current information only	
Extra-curricular activities	Hard copy
Out of school clubs	Hard copy
Services for which the school is entitled to recover a fee, together with those fees	Hard copy
School publications, leaflets, books and newsletters	Hard copy

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 0.002p per sheet (black & white)	Actual cost 1p per side of paper
	Photocopying/printing @ 0.02p per sheet (colour)	Actual cost 2p per side of paper
	Postage	Not available – hand delivery and collection only.
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority